

**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
**17-B, Sri Aurobindo Marg, New Delhi – 110016**

**RECRUITMENT NOTIFICATION**

Online applications are invited from eligible candidates for the following position:

**Name of the Post:** Project Junior Consultant

**Remuneration:** ₹30,000 – ₹ 39,000 per month

**Age:** 30 years (maximum)

**Essential Qualifications and Experience:**

- Masters' Degree in Education, Social Science or allied subjects preferably with 02 years hands-on experience on secretarial/computation work and having good command and specialization in Hindi with good communication skills.

**Job Requirements**

- Large scale correspondence, collection of articles
- Translation from English to Hindi and vice-versa
- Proficiency in English & Hindi Typing
- Knowledge of MS Office

**Note:**

1. Candidates submitting online application are advised to take a print of online application for their record and if called for test and interview, they should submit the hard copy of online application duly pasted with photograph and signed along with NOC from Head of Organization, if employed or pursuing any course of study.
2. The post is purely temporary in project mode and those appointed will not have any claim for regular absorption at NIEPA.
3. Minimum requirements of qualifications and experience may be relaxed in respect of exceptionally outstanding candidate. The institute reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates for any suitable position depending upon the qualification and experience required for the said post.
4. Last date of submission of applications is **30<sup>th</sup> April 2021**
5. Applicant(s) shall be informed about test and interview, as and when scheduled. No further correspondence on the matter shall be entertained.